



## Behavioral Health Research & Evaluation

### Instructions for Inserting the Reporting Unit (RU) # & Survey Date on Fall 2016 Consumer Perception Surveys

**If you do not know your agency's RU#, please contact your Program Manager or Supervisor.**

Each PDF is an electronic fillable form which allows you to enter the RU# directly in the form.

1. Open one of the PDF surveys from the DBH web links.
2. **Prefilling Reporting Unit #:** Scroll to the bottom of page 1 where it has the boxes for the Reporting Unit #. Place your cursor in one of the boxes and use your number keys to **insert your X or X digit-reporting unit.**
3. **Prefilling Survey Date:** Located at the bottom of page 1 of each survey, prefill two digits for the date the survey is completed (date must be within survey period November 14 – 18). Place your cursor in one of the boxes and use your number keys to insert your two-digit date.
4. **Save the file (optional).**
5. **Printing PDF Survey Forms:** **Print** the number of desired surveys for your clinic or agency. Please ***PRINT the forms*** directly from the pdf files. **DO NOT PHOTOCOPY** forms. Photocopies cannot be scanned into the data system, and will therefore not be used.

**DO NOT PHOTOCOPY ANY OF THE SURVEYS.** DHCS WILL NOT BE ABLE TO SCAN THE DATA FROM A COPIED VERSION OF THE SURVEY. PRINT SURVEYS DIRECTLY TO A PRINTER.

6. If you have multiple reporting units, repeat the above steps. Remember to use different file names (Clinic/Agency Name\_ADULT\_RU#, Clinic/Agency Name\_OLDER ADULT\_RU# etc.) to **save** your master surveys.

**Contact DBH Research and Evaluation if you have questions:**

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